



Parent and Family Engagement Plan 2020-2021

Kathleen High

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Kathleen Senior High School is committed to cultivating a legacy of lifelong learners by providing the knowledge and skills needed to be successful, productive citizens. Our students, staff, parents, and community will work together as a family to install a sense of P.R.I.D.E. in who we are, where we are, and what we are to become.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: _____

Date: _____

7/13/20



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program.**
The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	9-15-20	Spark newsletter, School Messenger, Social Media, and School Website	Parents were given a copy and made suggestions. Plan will be reviewed at SAC meeting for further input and revisions.	Copies with parent input. Sign in sheet from SAC meeting with meeting minutes.
Parent and Family Engagement Plan (PFEP)	9-15-20	Spark newsletter, School Messenger, Social Media, and School Website	Parents were given a copy and made suggestions. Plan will be reviewed at SAC meeting for further input and revisions.	Copies with parent input. Sign in sheet from SAC meeting with meeting minutes.
School-Home Compact	9-15-20	Spark newsletter, School Messenger, Social Media, and School Website	Parents were given a copy and made suggestions. Plan will be reviewed at SAC meeting for further input and revisions.	Copies with parent input. Sign in sheet from SAC meeting with meeting minutes.
Title I Budget	9-15-20	Spark newsletter, School Messenger, Social Media, and School Website	Parents were given a copy and made suggestions. Plan will be reviewed at SAC meeting for further input and revisions.	Copies with parent input. Sign in sheet from SAC meeting with meeting minutes.
Parent & Family Engagement Allocation	9-15-20	Spark newsletter, School Messenger, Social Media, and School Website	Parents were given a copy and made suggestions. Plan will be reviewed at SAC meeting for further input and revisions.	Copies with parent input. Sign in sheet from SAC meeting with meeting minutes.

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. **Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

Tentative date & time(s) of meeting	9/15/20
How are parents notified of the meeting?	Spark newsletter, School Messenger, Social Media, and School Website
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.
How are parents informed of their rights?	Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Light refreshments will be provided. Documents will be available in other languages. Bilingual staff will be present to help with translation. Use social media with reminders about the meeting.
How will you get feedback from parents about the meeting?	Title I survey will be distributed. Information about the meeting will include a contact for parents to address with feedback or concerns.
How do parents who are not able to attend receive information from the meeting?	Information from the meeting will be posted on the school website and hard copies will be in the main office.



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title IV-Homeless	We have a partnership with the HEARTH program.
Migrant	We have a migrant representative that works with us. She provides the students with accommodations to enable their success. She makes home visits occasionally and workshops are often held in their native languages. We will also have bilingual staff to assist with language barriers.
Preschool Programs	N/A
Title III-ESOL	We have two ESOL teachers and para. These teachers do provide information in the students' native languages and we also work with the ESOL department for resources and strategies to help these students.
SAC	The SAC committee will meet once a quarter to discuss various topics.
PTO/PTA	
Community Agencies/Business Partners	We have several business partners with our workforce programs and academies. The partnership strives to have skilled students become employees after graduation.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	We will communicate with parents through direct mail, e-mail, social media, school website, SPARK newsletter, call outs, and backpack.
Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	We notify parents with handouts at our Title I parent night, community events, newsletters, website, and flyers. We have also developed a curriculum guide that is accessible to all parents and students on our website and hard copies are provided.
Describe how your school provides information to parents in their native language. What languages do you provide?	We offer most publications in Spanish and Creole. We also have translators available at school for parent conferences and phone calls.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Meetings are held in areas that are easily accessible to those with disabilities. We will provide further accommodations as requested to include all stakeholders.
Describe the opportunities parents have to participate in their child's education.	We have several parent nights, open houses, and other events to encourage parents to get involved in their child's education.

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Poverty Simulation Workshop - HEARTH	Staff gets insight into what parents and students in poverty deal with daily	HEARTH representative will lead the workshop	All staff	Staff Dev. Day spring.
Growth Mindset	Shows staff how to deal with students/families they have a fixed mindset and how to transform it into a growth mindset.	PD workshop	All teachers	PLC Nov



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Title I parent night	Provide information for parents about standards and curriculum and how to help students at home	9/15/20 5:30 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	Title I parent night	Information on test taking strategies, sample test questions, and directions to websites for practice	9/15/20 5:30 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Title I parent night	Information on accessing Parent Portal will help parents keep track of student progress to help increase student achievement.	9/15/20 5:30 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Freshman Preview Night (Red Devil Night)	Information about the high school and brochures for college transition	Jan 2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career	Scholarship Night	Inform parents and students on what they need to do to be ready for college or careers.	Nov 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graduation Requirements & Scholarships	Scholarship Night, SAC meetings	Inform parents and students on what they need to do to be ready for college or careers.	Nov 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	Ongoing	As a result of conferences student achievement will increase because students and parents will gain the information necessary to help their child succeed.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parent Surveys following the event.
How will the needs of parents be assessed to plan future events?	Using the results of the surveys.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Offer light refreshments, flexible times, and childcare.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Some events will be in the evening and some morning. Data and Donuts is held at 7:00 am. While our parent meetings are held in the evening.
How do parents who are not able to attend building capacity events receive information from the meetings?	The info will be available in the front office, website, SPARK, and social media.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*